

## **How to find Traffic Education Videos Held by The University of Montana, Western**

Search the online catalog for OPI Traffic Education Videos by applying the following step-by-step instructions:

1. Log onto the UM Western website at [www.umwestern.edu/library](http://www.umwestern.edu/library).
2. Click on the "Search the Catalog" button on the top left side of the screen.
3. In the bottom right hand corner click on the button "Set Limits."
4. Under the first box entitled "Library" scroll down and highlight "UM-Western Videos" and then click "Set Limits." The words "Search Limits are in effect" should appear in blue under the words "Database Name: Catalog."
5. Type the key word "Traffic" in the "Search For" Box
6. Press the "Search" button
7. This search should display all the videos dealing with traffic education in Western's collection.
8. To see what videos the entire UM system libraries hold, click on "Post Limits" and select "Video and DVD" in the box entitled "Format Limits" then select "Set Limits" to enable them.
9. Use the following subject headings or others like them for a more specific search. (Please note that when using the "subject" selection in the "Search by" box, the limits for video and library will not operate.)
  - *Automobile driver education*
  - *Automobile Drivers*
  - *Automobile Simulators*
  - *Drinking and Traffic Accident*
  - *Teenage Automobile Drivers*
  - *Traffic Safety*
10. To order any of the videos click in the box above the number of each video in the left hand corner of the screen. When the selection of videos is complete, scroll down and either print, save or email the results of the marked search. Western will accept mail, email or telephone orders.

University of Montana-Western Library  
Attn: Mike Schulz or Jo Thompson  
710 S. Atlantic St.  
Dillon, MT 59725  
406-683-7541

Or email the results of the search to [m\\_schulz@umwestern.edu](mailto:m_schulz@umwestern.edu) or [j\\_thompson@umwestern.edu](mailto:j_thompson@umwestern.edu)